VIRGINIA LOTTERY GAMING LICENSING and INVESTIGATIONS DIVISION



PROCEDURES MANUAL for SPORTS BETTING SUPPLIER LICENSE APPLICANTS

GENERAL INFORMATION

This procedures manual is a reference guide for sports betting supplier applicants seeking licensure within the Commonwealth of Virginia. The Virginia Lottery (the "Department") intends to provide applicants with guidance on using the Department's automated system to complete your online application prior to submitting it to the Department for the appropriate due diligence. The applicant must designate a representative to complete the online application who will also be the point-of-contact for the Department. This person should serve in a role of a Compliance Office or similar as they will be handling confidential sensitive information for the supplier application as well as the associated principal applications.

An applicant for a supplier license to operate a sports betting platform shall, in conjunction with the Department, identify those individuals who meet the definition of a principal. These individuals will be required to complete a principal application. The account representative will be responsible for establishing accounts for the principals in the licensing system and submitting the required documentation on behalf of the principal. Applications must be submitted online through the Department's automated system beginning October 15, 2020. The account representative should refer to the procedure manual for "Account Representatives" before contacting the Virginia Lottery's Gaming Licensing and Investigations Division at (804) 692-7165 to complete the account representative designation process. The applicant's representative will then coordinate with the Department to obtain access to the automated system prior to initiating the application process.

The account representative will also provide you with the following documents that are required to be notarized and returned to your account representative for upload into the automated system:

Authorization for Release of Information, Affidavit of Representative of Applicant, and Acknowledgement and Disclosure. These documents can also be found on pages 7 through 9 of this manual. You will also be required to give your account representative several other documents to be uploaded into the automated system. These documents can be found in the application at www.vagamingregulations.com.

Once an application and all required supporting documents have been submitted, these items will become the property of the Department and will not be returned to the applicant. Applicants will not be able to make any changes to their applications within the automated system once the application has been submitted. The account representative will provide you with the URL to access the automated system as well as a temporary password and username that you will use to sign in and begin the application process.

FEES

- The application for a *supplier license to operate a permit holder's sports betting platform* shall be accompanied by a wire transfer of \$125,000, \$10,000 of which shall be considered a license fee with the remainder constituting a refundable initial deposit toward the Department's administrative costs to conduct the background investigation of the applicant and its employees and directors. Additional fees may be required based on the total cost of the investigation.
- The application for a *supplier license other than to operate a permit holder's sports betting platform* shall be accompanied by a wire transfer of \$50,000, \$5,000 of which shall be considered a license fee, with the remainder constituting a refundable initial deposit toward the Department's administrative costs to conduct the background investigation of the applicant and its employees and directors. Additional fees may be required based on the total cost of the investigation.

NOTE: Fees are due at the time of application. Your fee shall be sent by wire or ACH as follows: Wire payment to:

1. Virginia Lottery Account Number: 435029087446

2. Name of the Account: Gaming License Fees

3. Transit Routing Number: 026009593

ACH Instructions:

1. Virginia Lottery Account Number: 435029087446

2. Name of the Account: Gaming License Fees

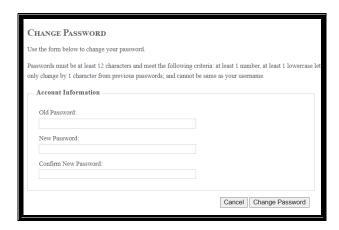
3. Transit Routing Number: 051000017

TERMS

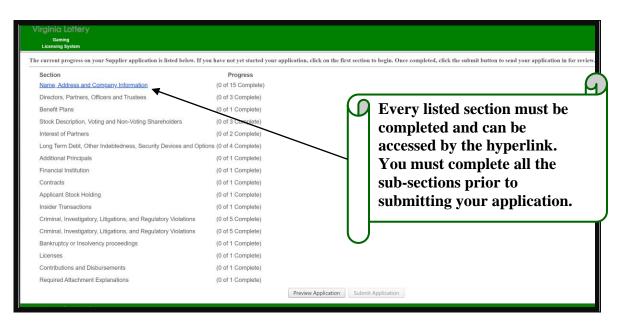
- 1. The initial term of Sports Betting Supplier licenses is 3 years.
- 2. The renewal term of Sports Betting Supplier license is 3 years.

THE APPLICATION PROCESS

- 1. After accessing the automated system online, sign in using the username and temporary password provided by the account representative.
- 2. You will be prompted to change your password. Your new password must be 12 or more characters containing all the following: special character(s), alphabetical character(s), numerical character(s), upper case letter(s), and lowercase letter(s):

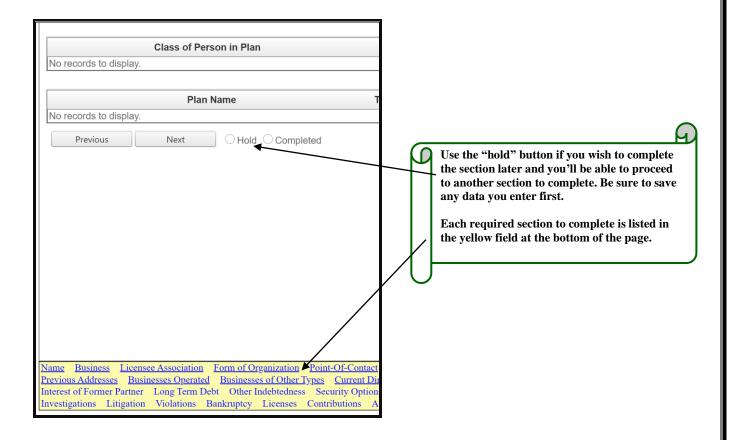


- 3. Read the "Acknowledgement and Disclosure" form and click the button to acknowledge that you understand and agree to the terms within. If you aren't clear on these terms, contact your account representative. You will not be able to proceed without acknowledging that you understand.
- 4. You will then be able to start entering information into your application. You must complete *every* section of the application prior to be able to submit it:

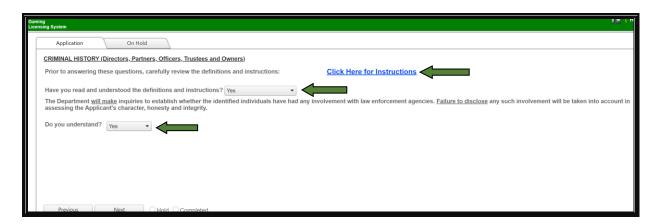


Page **4** of **9**

5. Simply follow the instructions when entering your information for each section:

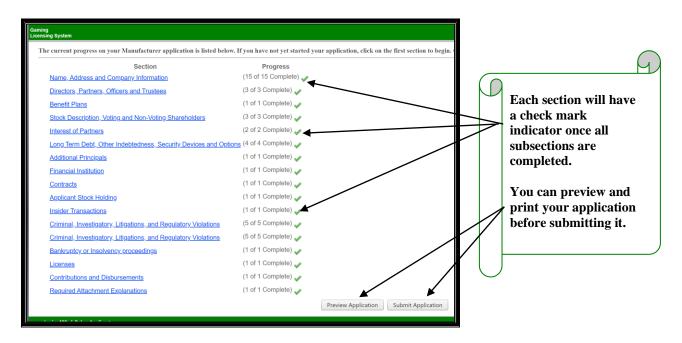


6. When you get to the "Criminal Instructions" section of the application, click the instructions link and read the "Civil, Criminal, and Investigatory Proceedings" document prior to answering the questions in this section. You must acknowledge that you've read and understand the definitions in these instructions. If you do not understand, contact your account representative before proceeding:



Page 5 of 9

7. Once you've completed each section you will be able to preview your application prior to submitting it. Be sure your information is accurate and complete as you will not be able to make changes within the automated system once you submit it. You will be able to print a copy of your application for your records.



8. Your account representative will obtain all required supporting documents from you to submit to Virginia Lottery as part of the application process.

AUTHORIZATION FOR RELEASE OF INFORMATION

TO:	
FROM:	
(Printed Name	of Applicant Entity)
I am the authorized representative of an Applicant for a gami	ng-related license in the Commonwealth of Virginia.
license. That investigation requires the Department to collect behalf of the entity, I irrevocably give consent to the Departr information provided in the license application documents; (access to any and all information that the entity has prov	o conduct an investigation of an applicant for a sports betting of and evaluate information about the entity that I represent. On ment, and persons authorized by the Department, to: (1) verify all (2) conduct a background investigation of the entity; and to have ided to any other jurisdiction seeking a similar license in that er jurisdiction during the course of any investigation that it may
about the entity that the Department requests: local, State or	wing entities to release to the Department any and all information federal government unit; commercial or business enterprise; non-y. The requested information may be released in written, verbal,
the entity, I expressly waive, release, discharge and forev	ase of the requested information to the Department, on behalf of ver hold harmless and agree to indemnify, the unit, entity, or nder the authority of this Authorization. Photo, facsimile, or be equally effective as an original.
Signature of Individual Completing Form	Date
Printed Name	Title
NOTARY I	PUBLIC
	County of, in the State of
	individual appeared in person, and before me, either known to me oscribed to the within instrument and signed the Authorization and
	, and to which witness my hand and seal.
	Notary Public
Stamp or Seal	Printed Name
N	My commission expires , 20

AFFIDAVIT OF REPRESENTATIVE OF APPLICANT

(printed name)	, am authorized to complete and execute this Gaming
Supplier License Application on behalf of	(printed name of Supplier). I
am also authorized to provide all of the information requeste	
employees, agents, and vendors (collectively, "the Department"),	and to make the representations set forth in this Affidavit.
I have read, and understand, every page of this Application. To information that I have provided as part of this application is accommission or omission may lead to the delay or denial of imposing sanctions against the Applicant, up to and including relicense. I understand that any misrepresentation or omission on represent, to civil or criminal liability. I understand and acknowle the Department if any information it provides the Department change	curate, complete, and not misleading. I understand that any an application for a license, or may result in the Department revocation of its license if it has been awarded or issued a this Application may also subject me, or the Supplier that I dge that the Supplier has an ongoing duty to promptly notify
By a separate Authorization for Release of Information, I am aut the Supplier that I represent, to release that information to the De a Gaming Supplier license.	
On behalf of the Supplier and its successors and assigns, I express agree to indemnify, the Department, the Commonwealth of Virgliability for any and all claims or legal action arising from any act may take related to the collection of information from the Suinvestigating a Supplier.	inia, and their employees, agents, and representatives, from that the Department or the Commonwealth of Virginia
SIGNATURE OF AUTHORIZED REPRESENTATIVE	DATE
PRINTED NAME OF AUTHORIZED REPRESENTATIVE	TITLE
NOTARY PUB	BLIC
The undersigned, a Notary Public in and for the Cou	inty of . in the State of
	vidual appeared in person, and before me, either known to me
or satisfactorily proven to be the individual whose name subscrib Notification.	bed to the within instrument and signed the Authorization and
This day of, 20,	, and to which witness my hand and seal.
	•
	Notary Public
Stamp or Seal	Printed Name
Му со	ommission expires

ACKNOWLEDGMENT AND DISCLOSURE

I understand and acknowledge	e the following:	
conduct business with a sports	the Virginia Lottery s betting permit hole t, through its emplo	("Department") for a Virginia Gaming Supplier License. The Applicant cannot ler unless the Department finds that the Applicant meets the legal requirements rees, agents and vendors, is required by law to conduct a background
determine if applicants meet t limited to, information or repe and integrity; financial stabili- enforcement agencies as speci-	he eligibility requir orts about the Appli ty; debts to State ag ified in the application d accurate disclosur	is required to collect and evaluate various kinds of information or reports to ements for licensure. The background investigation will include, but not be earn's: character; general reputation; personal characteristics, including honesty encies; criminal records, records of involvement with federal, state or other law on, or record of involvement with any litigation. As a representative, I have the e of the nature and scope of the investigation and a copy of a summary of the law.
to evaluate their eligibility for	a license. I acknow	igh its employees, agents or vendors, obtain this information about the Applicant ledge that this disclosure and authorization remain in effect during the time the Supplier license that may be granted.
		Information, I am authorizing any entity or individual that has information about nation to the Department for purposes of its investigation of an applicant for a
Signature	Date	Printed Name
	N	OTARY PUBLIC
, or satisfactorily proven to be t	certifies that the above the individual whose	for the County of, in the State of ve-named individual appeared in person, and before me, either known to me name subscribed to the within instrument and signed the Authorization and, 20, and to which witness my hand and seal.
		Notary Public
Stamp or Seal		Printed Name
		My commission expires